

FIRE SAFETY PLAN

FOR

Cypress Point

7651 Minoru Blvd.

Richmond, B.C.

Prepared by: **National Fire & Safety Planners Inc.**

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EMERGENCY AND CRITICAL PHONE NUMBERS

Fire Department	911
Police Department	911
Ambulance	911
Poison Control	911
Elevator Service	
Fire Alarm Service	273-6747
Sprinkler Service	273-6747
Fire Extinguisher Service	273-6747
Fire Safety Planning	421-3473 (Head Office) 855-9898 Abbotsford 384-3473 Victoria

DEFINITIONS

ALARM SIGNAL:	A signal denoting an Emergency ie: Fire Alarm indicating the need for immediate action.
APPROVED:	Approved by the authority having jurisdiction.
BUILDING HEIGHT:	The overall height of a building from the first storey to the roof.
CLASS "A" FIRE:	A fire involving combustible materials such as wood, cloth or paper.
CLASS "B" FIRE:	A fire involving a flammable or combustible liquid, fat or grease.
CLASS "C" FIRE:	A fire involving energized electrical equipment.
EXIT:	That part of a means of egress within a floor area that provides access to an exit that is serving the floor area.
FX:	Fire Extinguisher
FIRE SAFETY DIRECTOR:	The person designated by the Building Management to implement and maintain the Fire Safety Plan.
DFSD:	Deputy Fire Safety Director - The person designated to assist the FSD or fulfil his/her duties in his/her absence.
FIRE SEPARATION:	A construction assembly that acts as a barrier against the spread of fire.

FLOOR AREA:	The space on any storey of a building between exterior walls and required fire-walls, including the space occupied by interior walls and partitions but not including exits and vertical service spaces that pierce the storey.
FLOOR OF ACTIVATION:	The floor from which the fire alarm was activated.
HEAT DETECTOR:	A device for sensing an abnormal rate of heat rise and automatically initiating a signal to the fire alarm system to indicate this condition.
MEANS OF EGRESS:	Continuous path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair ramp, or other egress facility or combination thereof, for the escape of persons from any point in a building, floor area, roof or contained open space to a public thoroughfare or other approved open space.
MONITORED:	A System that is electronically monitored on a 24 hour basis by an outside monitoring agency.
NFPA:	National Fire Protection Association
SMOKE DETECTOR:	A device for sensing the presence of visible particles produced by combustion and automatically initiating a signal indicating this condition.
SPRINKLERED:	The building or part thereof that is equipped with an automatic sprinkler system.
ZONE:	An area designated as part of a Fire Alarm or Sprinkler System.

APPOINTMENT OF A FIRE SAFETY DIRECTOR AND DEPUTY

The Fire Safety Director is appointed by the building manager or building owner and is responsible for the maintenance and supervision of the Fire Safety Plan.

The Deputy Fire Safety Director is responsible for assisting the FSD or replacing him/her in his/her absence.

These are positions of responsibility and should be treated as such. The persons appointed as Fire Safety Director and Deputy Fire Safety Director must be able to handle themselves in a calm cool manner during an emergency situation.

OBJECTIVES OF THE FIRE SAFETY PLAN

- 1) To prevent the incident of fire by the control of fire hazards in the building and by the maintenance of the building facilities provided for the safety of the occupants.
- 2) To establish a systematic method of a safe and orderly evacuation of an area or building, by and of its occupants, in case of fire or other emergency.

GENERAL DESCRIPTION OF THE BUILDING

This building located at 7651 Minoru Blvd., Richmond B.C., is a 4 storey 31 suite low rise residential complex known as Cypress Point - Building "C". This building was constructed in 1982 and was built to conform to the British Columbia Building Code Regulations Act and the City of Richmond bylaw requirements in effect at the time.

The main construction materials consist of a wood frame. A stucco and brick finish is applied to the exterior of the building. Interior construction and finishing materials consists of gyproc on top of wood studs covered by various wall coverings and wood trim. The roof construction consists of a built up tar and gravel roofing membrane. All windows are double glazed, set in wood frames and are openable.

There is one level of parking with the access located at the north end of the building. Access to the parking level is provided from Minoru Blvd. via a private entry/fire lane.

AREAS OF USAGE:

- Parking Level - Front main entrance lobby, elevator machine room, parking area, main electrical room, recreation room, janitor's room, laundry room, tool shed, garbage room and water entry/sprinkler mechanical room.
- 1st Floor - Residential suites and electrical rooms.
- 2nd Floor - Residential suites.
- 3rd Floor - Residential suites.

SAFETY FEATURES

FIRE ALARM SYSTEM: This building is protected by an Edwards Custom 6500 single stage supervised fire alarm system.

Heat detectors are located in all residential suites, the top of the elevator shaft, in the service rooms, mechanical rooms and laundry room.

Smoke detectors are located in the common corridors and the tops of the stairwells.

Smoke alarms (which are local alarms only and not interconnected to the main fire alarm system) are located in all residential suites.

Activation of any initiating device (manual pull station, heat detector, smoke detector or fire hose cabinet/sprinkler flow) will cause a general alarm throughout this complex.

The main fire alarm control panel is located adjacent to the east front main entrance lobby.

GENERAL: There are three general states in which the fire alarm system can operate. They are:

NORMAL SUPERVISORY CONDITION: The fire alarm system is electrically monitoring the initiating and alarm indicating devices. The fire alarm system will switch to the alarm condition whenever any initiating device is operated. Preplanned fire alarm procedures should be put into action.

TROUBLE: If the fire alarm system is in the trouble condition, the common trouble signal will sound and the common trouble lamp will light. Personnel in charge of the building should be notified immediately.

ALARM: The fire alarm system will switch to the alarm condition whenever any initiating device is operated.

RESET: To reset the fire alarm system, first all operated initiating devices must be returned to their normal state (contacts open). After the initiating devices are returned to normal, press the reset pushbutton on the common control panel for one second. Note: the system cannot be reset until one minute after the first alarm (internal timer prevents reset).

COMMUNICATIONS SYSTEMS: Located adjacent to the east front main entrance is an Enterphone system that provides two-way communication to all suites.

EXIT SYSTEMS: There are two main stairwells located at the ends of the common corridors. The north stairwell provides a means of egress from the 3rd floor through to the front main entrance lobby on the parking level. The south stairwell provides a means of egress from the 3rd floor and parking level through to a grade level exit; access to the roof level is also provided from within this stairwell.

Building exits at grade level are located to the east of the building adjacent to the central courtyard. The building is located west of Minoru Blvd. and south of the private/entry fire lane; it is the southwest building of a group of 4 buildings sharing a central courtyard.

Upon fire alarm activation the main entry doors will de-activate and unlock.

FIRE DOORS: Located in the common corridors on the 1st, 2nd and 3rd floor levels are fire doors. These fire doors are designed to limit the spread of smoke and fire and are not to be wedged open at any time.

EMERGENCY LIGHTING: In the event of an A/C power failure, 12 volt emergency lighting units have been provided through this complex. These units will supply emergency lighting to exit signs, stairwells, common corridors, lobby and the parking area for a minimum of thirty (30) minutes or longer, according to the manufacturer's specifications.

ELEVATORS: There is one Richmond 900 kg capacity elevator located adjacent to the east front main entrance lobby which provides service from the 3rd floor through to the parking level.

This elevator is not to be used in the event of a fire alarm activation except by authorized Fire Department personnel.

FIRE HOSE CABINETS: Located adjacent to the main stairwells on the 1st, 2nd and 3rd floors are fire hose cabinets containing a length of 1 ½" x 100' fire hose with a combination fog nozzle attached.

See page 14 of the Fire Safety Plan for directions on the proper use of these fire hoses.

FIRE EXTINGUISHERS: Located in the Fire Hose Cabinets, and in the service rooms are "ABC" type multi-purpose dry chemical fire extinguishers.

See page 13 of the Fire Safety Plan for directions on the proper use of fire extinguishers.

SPRINKLER SYSTEMS: The garbage room, tool shed and laundry room on the parking level are protected by an automatic wet sprinkler system and is controlled by a 4" butterfly control valve.

The control valve for this building's sprinkler system is located in the sprinkler mechanical room.

Flow and Tamper devices have been interconnected to the Fire Alarm System.

FIRE DEPARTMENT KEY BOX: A Fire Department Key Box is located adjacent to the east front main entrance.

FIRE DEPARTMENT CONNECTIONS: A 2 ½" Fire Department siamese connection is located adjacent to the east front main entrance. This connection is clearly marked as automatic sprinkler.

FIRE HYDRANT LOCATION: There is one fire hydrant located within the close vicinity of this building:

- 1) Northeast of the building in the central courtyard.

FIRE DEPARTMENT ACCESS: Fire Department personnel can access this building via the east front main entrance.

FIRE SAFETY DIRECTOR

Fire Safety Director: Royal LePage Real Estate Management

Hours: 24 hours per day

Phone Number: Business # 669-1050
24 hour # 873-3252

GENERAL DUTIES OF THE FIRE SAFETY DIRECTOR:

1. The Fire Safety Director will be responsible for the administration and maintenance of the Fire Safety plan that meets all the measures contained in Section 2.8 of the current National Fire Code of Canada (copy enclosed).
2. The Fire Safety Director will also be responsible for training his deputy, Floor Wardens, and other key personnel to perform their duties in the areas of fire prevention and emergency evacuation.
3. The Fire Safety Director is also responsible for obtaining and issuing equipment such as flashlights, ID bands, and megaphones for outside communications.
4. Proper records must be kept by the Fire Safety Director of current Floor Wardens, number and quality of fire drills, names and locations of handicapped people in the building, equipment issued, and fire incidents. He must also keep a record of all Fire Safety Meetings.
5. The Fire Safety Director should also consider other emergency situations that could affect the building such as bomb threats, earthquakes, and hazardous chemical spills.
6. In the Fire Safety Plan, the Fire Safety Director will specify the procedure for calling the Fire Department at the sound of the Alarm. Upon arrival of the Fire Department the Fire Safety Director will assist them as a liaison.
7. The Fire Safety Director will temporarily assume the general duties of the Floor Wardens until Floor Wardens are appointed.

Note: Fire Safety Director may not be on site at all times.

FIRE SAFETY DIRECTOR DUTIES DURING AN EMERGENCY EVACUATION:

IF YOU DISCOVER A FIRE:

1. Activate the fire alarm.
2. Notify the fire department.
3. Fight the fire only if it is small.
4. Assist handicapped persons (to refuge area if applicable)
5. Report details to fire department officer.

IF YOU HEAR THE FIRE ALARM:

1. Notify the fire department.
2. Proceed to fire alarm annunciator and locate fire zone.
3. Proceed to fire zone.
4. Fight fire only if it is small.
5. Evacuate the fire area.
6. Assist handicapped persons (to refuge area if applicable).
7. Report details to fire department officer.

Note: Fire Safety Director may not be on site at all times.

DEPUTY FIRE SAFETY DIRECTOR

Deputy Fire Safety Director: On-Site Caretakers

Hours: 24 hours per day

Phone Number: 278-0934

DUTIES OF THE DEPUTY FIRE SAFETY DIRECTOR

The Deputy Fire Safety Director will assist the Fire Safety Director and be prepared to take over the duties as Fire Safety Director in his/her absence.

Note: Deputy Fire Safety Director may not be on site at all times.

DEPUTY FIRE SAFETY DIRECTOR

Deputy Fire Safety Director:

Hours:

Phone Number:

DUTIES OF THE DEPUTY FIRE SAFETY DIRECTOR

The Deputy Fire Safety Director will assist the Fire Safety Director and be prepared to take over the duties as Fire Safety Director in his/her absence.

Note: Deputy Fire Safety Director may not be on site at all times.

FLOOR WARDENS

GENERAL DUTIES OF FLOOR WARDENS

Daily Check of floor area for:

- Accumulation of combustible materials, rubbish or flammable liquids.
- Dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment.
- Exit lights in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self closing hardware to ensure that they are in good operating condition. Doors must not be wedged open for any reason.
- Unobstructed exit routes. (Definition of exit routes in previous sections).
- Condition of fire fighting equipment.

*Note: The Fire Safety Director will temporarily assume the above duties until such time as Floor Wardens are appointed.

LIST OF FLOOR WARDENS:

FLOOR	FLOOR WARDEN	ASSISTANT FLOOR WARDEN
Parking Level	_____	_____
1st Floor	_____	_____
2nd Floor	_____	_____
3rd Floor	_____	_____

FLOOR WARDEN DUTIES DURING AN EMERGENCY EVACUATION:

Supervise the evacuation of the occupants of their floor to the predetermined assembly area outside the building.

1. Check to see if the exits are clear of fire and smoke. Choose an alternate route if necessary. **DO NOT USE ELEVATORS UNDER ANY CIRCUMSTANCE.**
2. Direct Assistant Floor Warden to check the floor area, including all washrooms to ensure that all people have left the area.
3. Notify the Fire Safety Director of any handicapped persons, and their exact whereabouts.
4. Close all doors. **DO NOT LOCK.**
5. One Floor Warden will stay with the handicapped persons, the rest will proceed to the assembly area. Once the Fire Department relieves the remaining Floor Warden, he/she also proceeds to the assembly area.
6. Ensure that no one from his/her floor re-enters the building.
7. Once everyone from his/her floor is safely at the assembly area, notify the Fire Safety Director.

ASSISTANT FLOOR WARDENS

DUTIES OF THE ASSISTANT FLOOR WARDEN:

- Assist the Floor Warden in fire prevention and emergency evacuation.
- Assume the duties of the Floor Warden in his/her absence.

INSTRUCTIONS TO OCCUPANTS

IF YOU DISCOVER A FIRE:

1. **IMMEDIATELY**, sound the fire alarm by activating the red alarm pull station in the corridor.
2. Call the Fire Department. **Dial 911**. Tell them you are reporting a fire at: **7651 Minoru Boulevard, Richmond, B.C.**
3. If you are qualified attempt to extinguish or control the fire using available fire fighting equipment.
4. If you cannot control the fire, isolate it by closing the doors. Leave the building by the nearest safe exit. **DO NOT USE THE ELEVATOR**

WHEN YOU HEAR THE ALARM:

1. Leave the building immediately by the nearest safe exit.
2. Walk, do not run. Remove high heel shoes as they are hazardous. Shut all doors behind you as you proceed along corridors and down stairways in a quiet orderly manner. Do not push. When you have reached the outside of the building, move away from the building allowing others behind you to emerge from the exit.
3. Go to the pre-designated safe assembly area. **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON**. The Fire Department will advise you when it is safe to re-enter the building.

THE PRE-DESIGNATED ASSEMBLY AREA FOR THIS BUILDING IS:

The front central courtyard. On the sidewalk adjacent to Minoru Blvd. Be aware of incoming Fire Department apparatus when proceeding to this area.

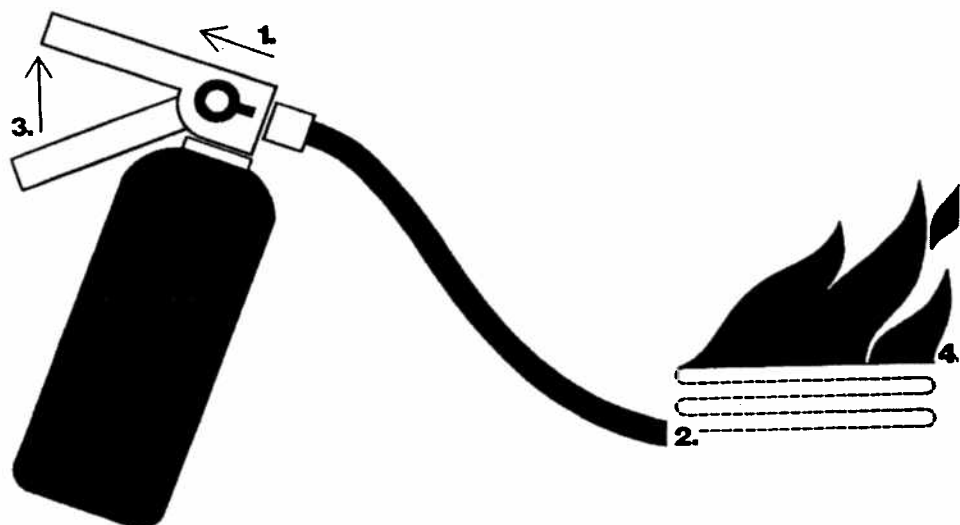
FIRE EXTINGUISHERS

1. Try to extinguish only a small fire.
2. Do not try to fight the fire if you have any doubt as to whether or not you should. Get out and call the Fire Department.
3. Make sure you can get to an exit.
4. A small fire can easily become a large fire if it is not extinguished properly. Make sure you know how to use your fire extinguisher.

DIRECTIONS FOR USE:

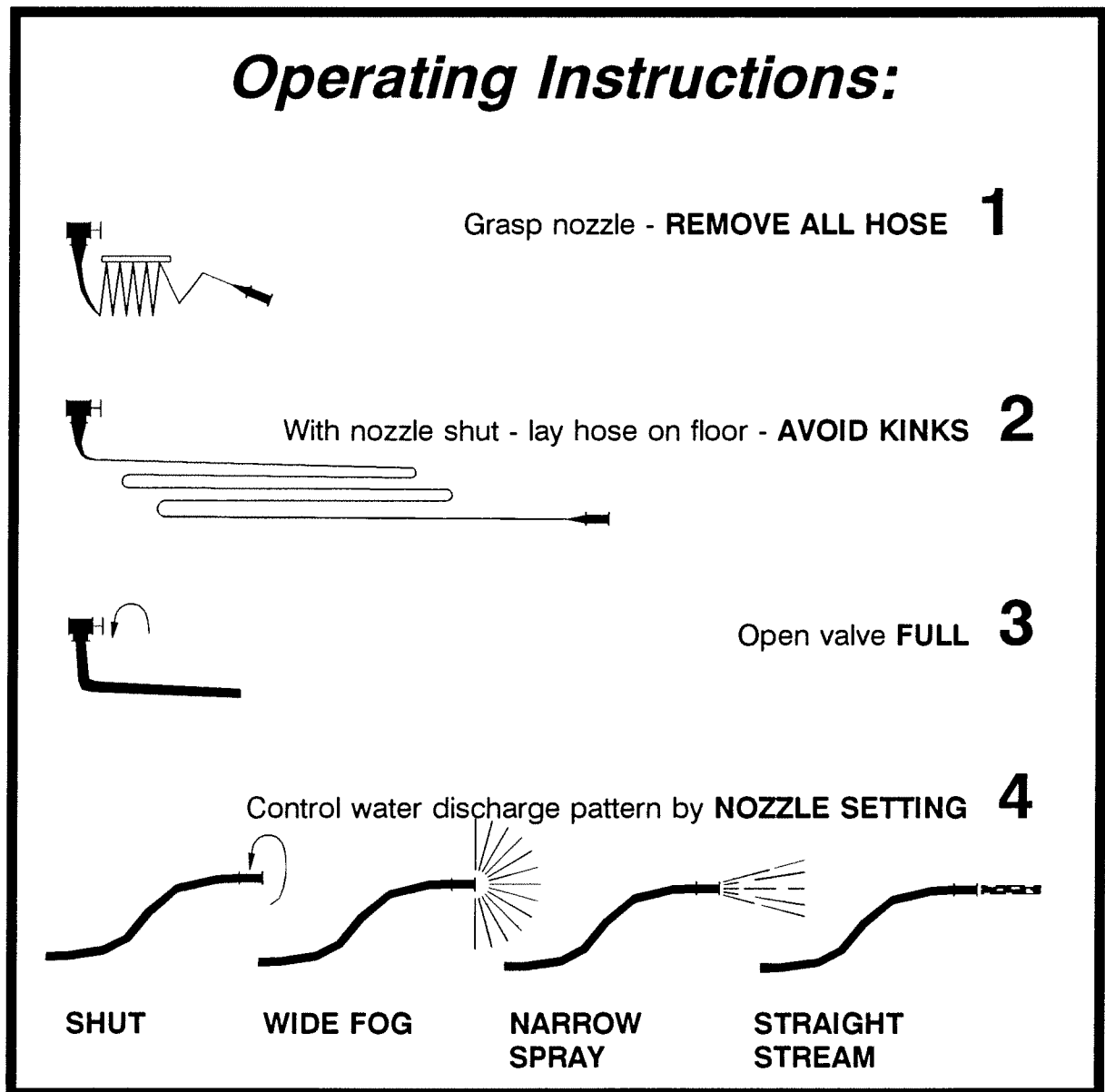
READ THE DIRECTIONS ON YOUR FIRE EXTINGUISHER AS TYPES VARY.

1. **P Pull:** Pull the pin.
2. **A Aim:** Always aim at the base of the fire using the nozzle provided.
3. **S Squeeze:** Activate the fire extinguisher by squeezing the handle.
4. **S Sweep:** Move from side to side in a sweeping motion, watching to make sure flames don't start up again. Breakup any clumps of burnt materials to ensure the fire is fully extinguished.



HOSE-RACK

To be used by qualified personnel only.



PROCEDURES FOR HANDICAPPED PERSONNEL

In most cases the handicapped person should be placed under the supervision of designated personnel until the Fire Department can rescue them. If it is life threatening for the individuals and their supervisors to remain on that floor, the handicapped personnel must be transported via the stairwell to two floors below the fire.

Below are some techniques which may be used to perform this transport:

- 1. THE BACK PACK LIFT:** The Rescuer would kneel at the front of the handicapped person and place the person's arms up and over the rescuer's shoulders and chest. The rescuer would then lean forward before raising slowly, to a full standing position. (Figure 1)

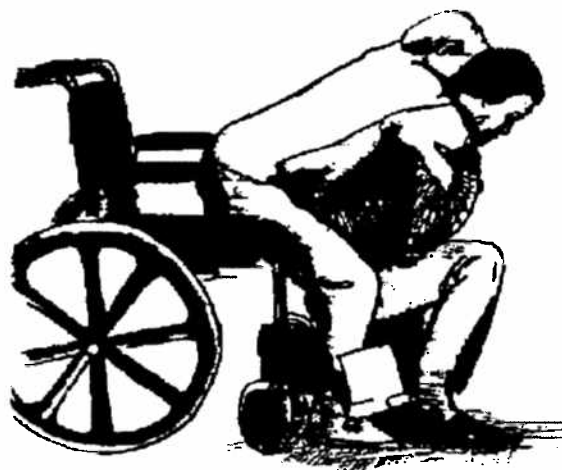


Figure 1: The Back Pack Lift



- 2. TWO RESCUER EXTREMITIES CARRY:** The person being assisted would be placed on the stairwell landing. One rescuer would lift at the legs, under the knees, while the other would lift under the shoulders with fingers locked across the individual's chest. Rescuers, with backs erect, would lift together, raising slowly to a standing position. (Figure 2)

Figure 2: Two Rescuer Extremities Carry

3. TWO RESCUER SEAT CARRY: Two rescuers position themselves next to the wheelchair (or beside the handicapped person) in order to grasp each other's upper arm or shoulder (Figs. 3 & 4). The person being assisted would place his/her arms firmly around both rescuer's necks as per Fig. 5. The two rescuers would then lean forward placing their free arm under the individual's legs, firmly grasping each other's wrists as per Fig. 6. Working together, both rescuers lift, using legs, and carefully step forward.

*Figure 3**Figure 4**Figure 5**Figure 6*

These are but a few examples of transporting a person down a stairwell. For further information contact the Fire Department or the B.C. Ambulance Service.

NOTE: It is important to notify the Fire Department where handicapped persons are located and if you intend to transport the handicapped individual down a stairwell. The Fire Department will then be able to respond quicker in helping you and the handicapped persons to evacuate the building safely.

FIRE PROTECTION SERVICE REQUIREMENTS

When a fire alarm system is installed in a building in accordance with the requirements of the B.C. Fire Code, Fire Services Act and the Local Building By-law, it must be maintained, tested and inspected in accordance with the Underwriters Laboratories of Canada Standards S524 to S536.

Part 5 of the U.L.C. Standard S536 requires that the daily and monthly tests be conducted by "the person responsible for the proper operation of the fire alarm system".

DAILY TESTS: The daily tests may be carried out by the building owner or his agent and need not be recorded. These tests require only observation of the indicating lamps on the fire alarm panel to ensure that the power source is connected and that the trouble lamp is not illuminated.

MONTHLY TESTS: The monthly tests will require a few minutes of your time each month to make and record five basic tests of the fire alarm system. These tests are listed below. We have provided a copy of this test sheet.

EXTRACTS FROM U.L.C. STANDARD S536:

- A. One manual alarm initiating device shall be operated on a rotation basis and shall initiate an alarm condition;
- B. Intended function of all alarm audible signal appliances shall be ensured;
- C. The annunciator panel (if required) shall be checked to ensure that the tested devices annunciate correctly;
- D. Intended function of the audible and visual trouble signals shall be insured; and
- E. Fire alarm batteries shall be checked to ensure that:
 - 1. Terminals are clean and lubricated where necessary;
 - 2. Terminal clamps are clean and tight where necessary;
 - 3. Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer.

YEARLY TESTS:

The yearly tests require a qualified person to carry out extensive testing of the entire fire alarm system. These tests must be made and recorded by the service man for inspection by the District Fire Inspector during his regular inspection of the building.

Details of these annual tests are provided in Clause 5.3.1 of the U.L.C. Standard S536 for the information of your serviceman.

IT IS YOUR RESPONSIBILITY as owner/agent of a building equipped with a fire alarm system to ensure that these daily, monthly and yearly tests are carried out and are properly recorded.

■ SPRINKLERS

- In accordance with B.C. Fire Code/N.F.P.A. #13A.
- Valves controlling water supplies to sprinklers and alarm connections shall be inspected weekly.

■ EMERGENCY LIGHTS

- In accordance with C.S.A. 22.2
- Once a month disconnect from A/C power source and leave disconnected for a minimum of 30 minutes.

■ FIRE EXTINGUISHERS

- In accordance with N.F.P.A. 10 and Subsection 6.2.4 of the B.C. Fire Code.

■ FIRE ALARMS

- In accordance with ULC Standard S536.

A written record of above tests is required by the Fire Department.

FIRE PROTECTION SYSTEMS MONTHLY TEST RECORD FOR THE YEAR _____								
Month	(A) Manual Alarm Station by Rotation	(B) All Bells Audible	(C) Annunciation Signals	(D) Trouble Signal Device Normal	(E) Battery & Terminal Check O.K.	(F) Emergency Lighting	(G) Fire Extinguishers	Signature
Jan.								
Feb.								
Mar.								
Apr.								
May								
June								
July								
Aug.								
Sept.								
Oct.								
Nov.								
Dec.								

EXTRACTS FROM U.L.C. STANDARD S536, CLAUSE 4.3.1.

- A. At least one manual alarm initiation device shall be operated on a rotation basis, and shall initiate an alarm condition.
- B. Intended function of all alarm audible signal appliances shall be ensured.
- C. The annunciator panel (if required) shall be checked to ensure that the tested devices annunciate correctly.
- D. Intended function of the audible and visual trouble signals shall be ensured.
- E. Fire alarm batteries shall be checked to ensure that:
 - a) terminals are clean and lubricated where necessary.
 - b) terminal clamps are clean and tight where necessary.
 - c) electrolyte level and specific gravity, where applicable, are as specified by the manufacturer.

EXTRACTS FROM CANADIAN ELECTRICAL CODE, PART 1, SECTION 46 - EMERGENCY SYSTEMS, TESTING AND MAINTENANCE:

- F. 1. Every emergency system shall be tested at least once every month to ensure security of operation.
- 2. Where batteries are used as a source of supply for emergency, testing, and maintenance, the batteries shall be kept:
 - a) in proper condition.
 - b) fully charged at all times.
 - c) in an adequately ventilated battery room.

EXTRACTS FROM B.C. FIRE SERVICES ACT, PART 6 - PORTABLE EXTINGUISHERS:

- G. 1. Portable extinguishers shall be examined monthly to ensure that the extinguisher is in its proper location and has no apparent defects.
- 2. Portable extinguishers having defects shall be repaired or recharged where necessary to ensure the extinguisher will operate effectively and safely.
- 3. A permanent record containing the maintenance check date, the examiner's name, and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.
- 4. Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the service agency, and the signature of the person who performed the service.

STANDPIPE HOSE-RACK

STANDPIPE AND HOSE SYSTEMS

Maintenance and inspection of hose cabinets and equipment.

1. Hose cabinets shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.
2. Standpipe hose cabinets shall be used for fire protection equipment only.
3. Standpipe hose cabinets shall be conspicuously identified.
4. Hose valves shall be examined annually to ensure that they are tight.

(Leakage at the hose valves may be detected by inspection of the drips at the valves, and care should be taken to see that these drips are not clogged.)

5. Standpipe hose shall be removed and re-racked annually and after use, and any worn gaskets in the couplings at the hose valves and at the nozzle replaced.

Where couplings are polished, care shall be taken to see that the polish used does not touch the hose fabric. For further details see NFPA 1962 "Care, Maintenance, and Use of Fire Hose".

WHEN AN EARTHQUAKE ■■■■■ STRIKES ■■■■■

EARTHQUAKE PROCEDURES:

- ☐ 1. REMAIN CALM - REASSURE OTHERS.
- ☐ 2. IF INSIDE, STAY THERE! -- IF OUTSIDE, STAY THERE!
- ☐ 3. DO NOT LIGHT A MATCH OR TURN ON A LIGHT SWITCH. USE A FLASHLIGHT.
- ☐ 4. CHECK FOR INJURIES - ADMINISTER FIRST AID.
- ☐ 5. CHECK FOR FIRES.
- ☐ 6. CHECK UTILITIES - SHUT-OFF IF NECESSARY.
- ☐ 7. DRAW A MODERATE AMOUNT OF COLD WATER.
- ☐ 8. TURN ON BATTERY OPERATED RADIO (OR CAR RADIO) FOR EMERGENCY BULLETINS.
- ☐ 9. CLEAN UP HAZARDOUS MATERIALS
- ☐ 10. TAKE ROUTINE MEDICATION.
- ☐ 11. DO NOT GO WITHOUT FOOD OR WATER TOO LONG: HOWEVER AVOID OPEN CONTAINERS NEAR SHATTERED GLASS.
- ☐ 12. CHECK BUILDING FOR STRUCTURAL DAMAGE - EVACUATE IF NECESSARY.
- ☐ 13. DO NOT USE TELEPHONE EXCEPT IN EXTREME EMERGENCY.
- ☐ 14. BE PREPARED FOR ADDITIONAL EARTHQUAKE AFTER-SHOCKS.
- ☐ 15. STAY OUT OF DANGER AREAS.
- ☐ 16. RESPOND TO REQUESTS FROM EMERGENCY MANAGEMENT OFFICIALS, POLICE, FIREFIGHTING OR RELIEF ORGANIZATIONS.

BRITISH COLUMBIA FIRE CODE

Section 2.8 Emergency Planning

Subsection 2.8.1 General

- 2.8.1.1.** Notwithstanding other requirements in this Code, this Section applies to every building containing a Group A or B occupancy and to every building required by the Building Regulations of British Columbia as amended from time to time, made under the Municipal Act, to have a fire alarm system.
- 2.8.1.2.** Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.
- 2.8.1.3.** Fire fighting procedures shall be prepared by the Fire Department in cooperation with the person in charge of the building for all buildings within the scope of Subsection 3.2.6 of the Building Regulations of British Columbia, as amended from time to time, made under the Municipal Act.

Subsection 2.8.2 Fire Safety Plan

- 2.8.2.1**
- (1) Where required by Article 2.8.1.1., an acceptable fire safety plan shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include:
 - (a) the emergency procedures to be used in case of fire, including:
 - (i) sounding the fire alarm;
 - (ii) notifying the fire department;
 - (iii) instructing occupants on procedures to be followed when the fire alarm sounds;
 - (iv) evacuating endangered occupants, including special provisions for the disabled; and
 - (v) confining, controlling and extinguishing the fire;
 - (b) the appointment and organization of designated supervisory staff to carry out fire safety duties;
 - (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety;
 - (d) the preparation of diagrams showing the type, location and operation of the building fire emergency systems;
 - (e) the holding of fire drills;
 - (f) the control of fire hazards in the building; and
 - (g) the inspection and maintenance of building facilities provided for the safety of the occupants.

- 2.8.2.2.** (1) A sufficient number of supervisory staff shall be on duty in institutional occupancies to perform the tasks outlined in the fire safety plan described in Sentence 2.8.2.1.(1).
- (2) In Group A, Division 1 occupancies containing more than 60 occupants, there shall be at least 1 supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan in Sentence 2.8.2.1.(1) whenever the building is open to the public.
- 2.8.2.3.** The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.
- 2.8.2.4.** (1) In building within the scope of Subsection 3.2.6 of the Building Regulations of British Columbia, as amended from time to time, made under the Municipal Act, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1(1), include:
- (a) the instruction of supervisory staff on the use of the voice communication system;
 - (b) the procedures for the use of elevators and for evacuation of non-ambulatory occupants;
 - (c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives; and
 - (d) the procedures established to facilitate fire department access to the building and fire location within the building.
- 2.8.2.5.** (1) The fire safety plan and record of the fire emergency systems installed in a building within the scope of Subsection 3.2.6. of the Building Regulations of British Columbia, as amended from time to time, made under the Municipal Act, shall be maintained at the central alarm and control facility.
- (2) The fire safety plan and record in Sentence (1) shall include instructions to the supervisory staff and fire department for the operation of the systems.
- 2.8.2.6.** A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.
- 2.8.2.7.** A minimum of 1 copy of the fire emergency procedures shall be prominently posted on each floor area.
- 2.8.2.8.** In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of exits and the path of travel to exits.

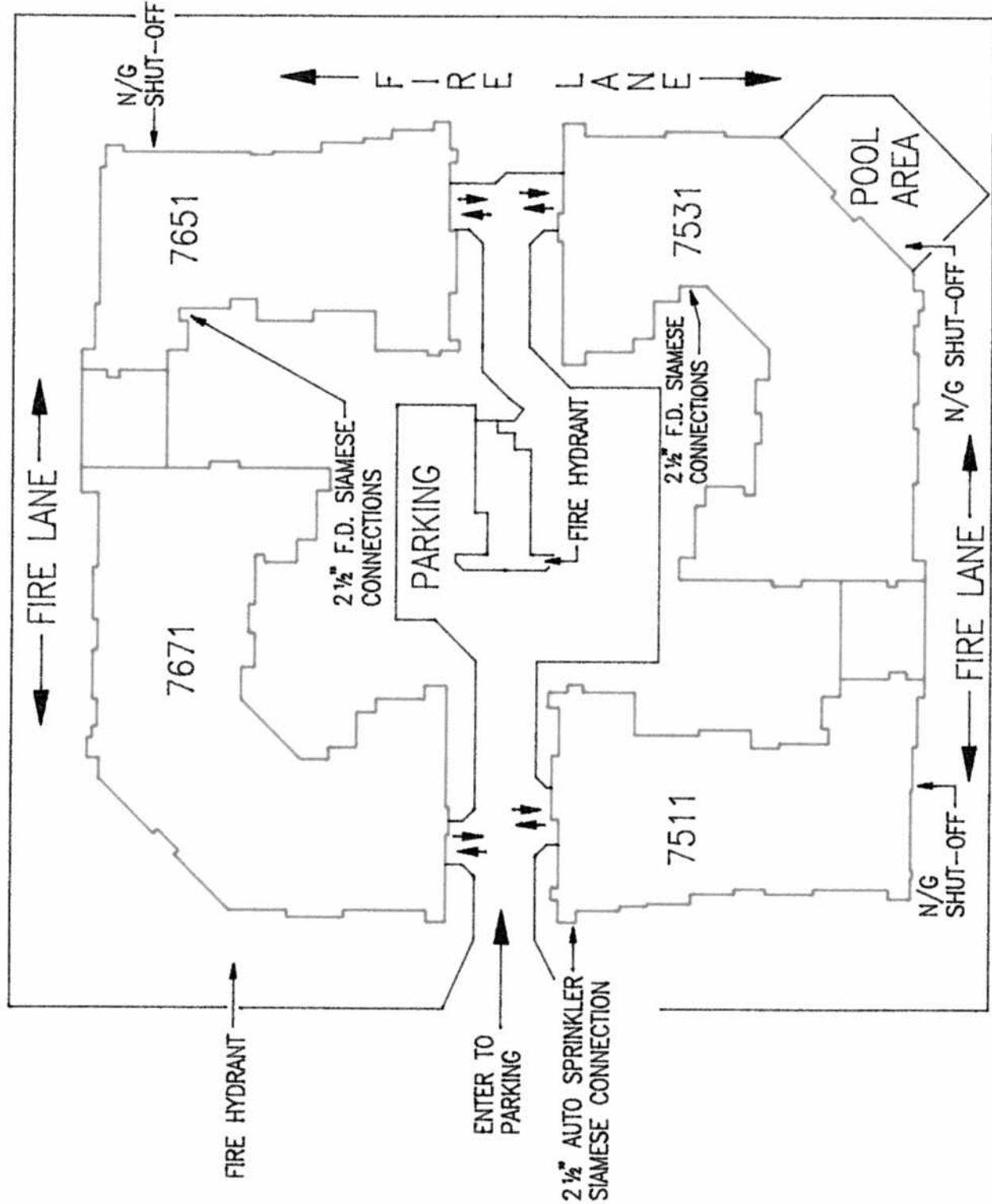
Subsection 2.8.3.1. Fire Drills

- (1) The procedure for conducting fire drills in buildings specified in Article 2.8.1.1. shall be determined by the fire department in consultation with the person in charge of the building, taking into consideration:
 - (a) the building occupancy and its fire hazards;
 - (b) the safety features provided in the building;
 - (c) the desirable degree of participation of occupants other than supervisory staff;
 - (d) the number and degree of experience of participating supervisory staff; and
 - (e) the testing and operation of fire emergency systems installed in buildings within the scope of Subsection 3.2.6 of the Building Regulations of British Columbia, as amended from time to time, made under the Municipal Act.

- 2.8.3.2.**
- (1) Fire drills as described in Sentence 2.8.3.1(1) shall be held at least once during each 12-month period for the supervisory staff, except that:
 - (a) in day-care centres and in Group B, Division 2 occupancies such drills shall be held at least monthly;
 - (b) in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms; and
 - (c) in buildings within the scope of Subsection 3.2.6 of the Building Regulations of British Columbia, as amended from time to time, made under the Municipal Act, such drills shall be held at least every 2 months.



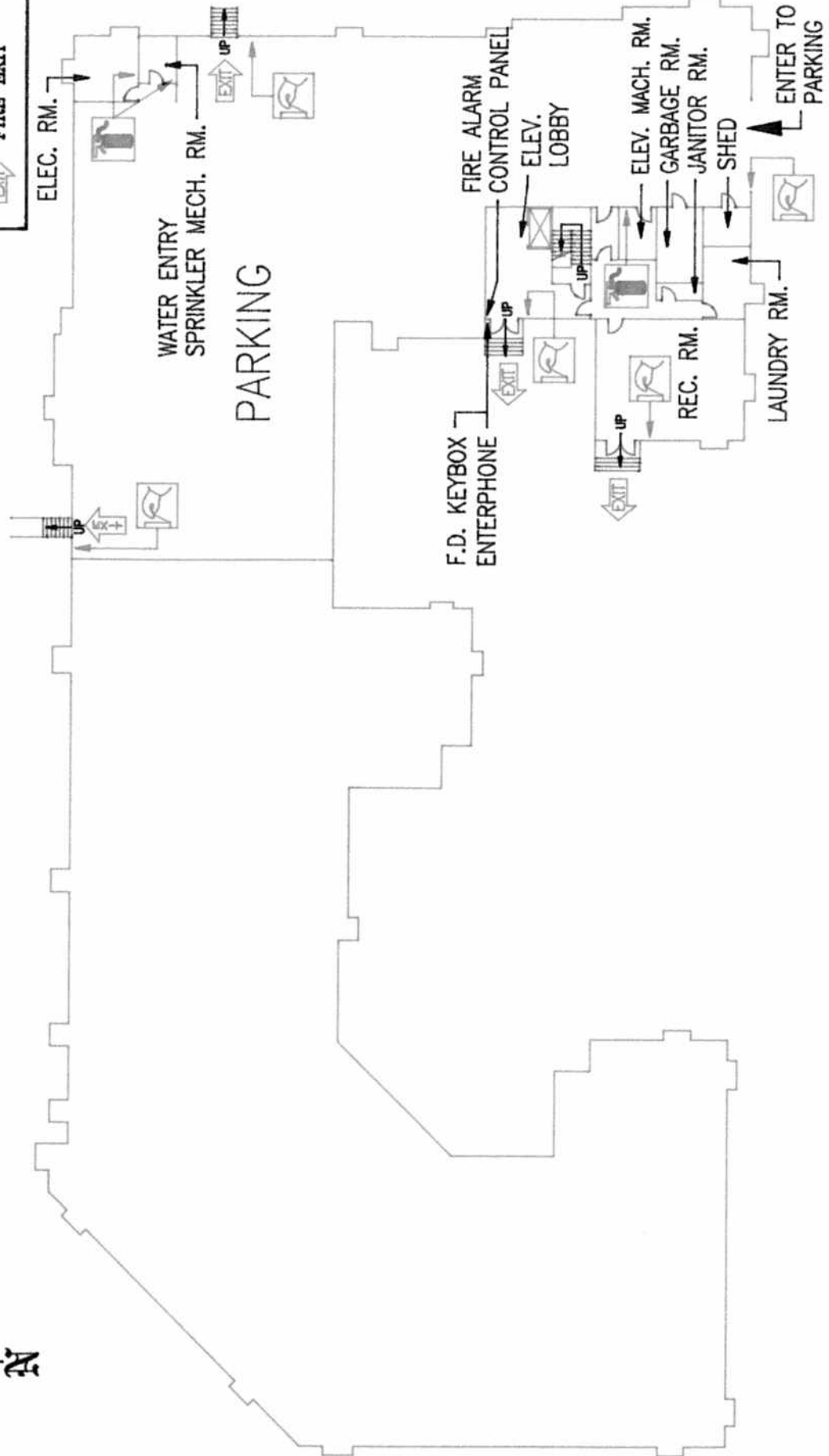
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-  FIRE EXTINGUISHER
-  FIRE EXIT

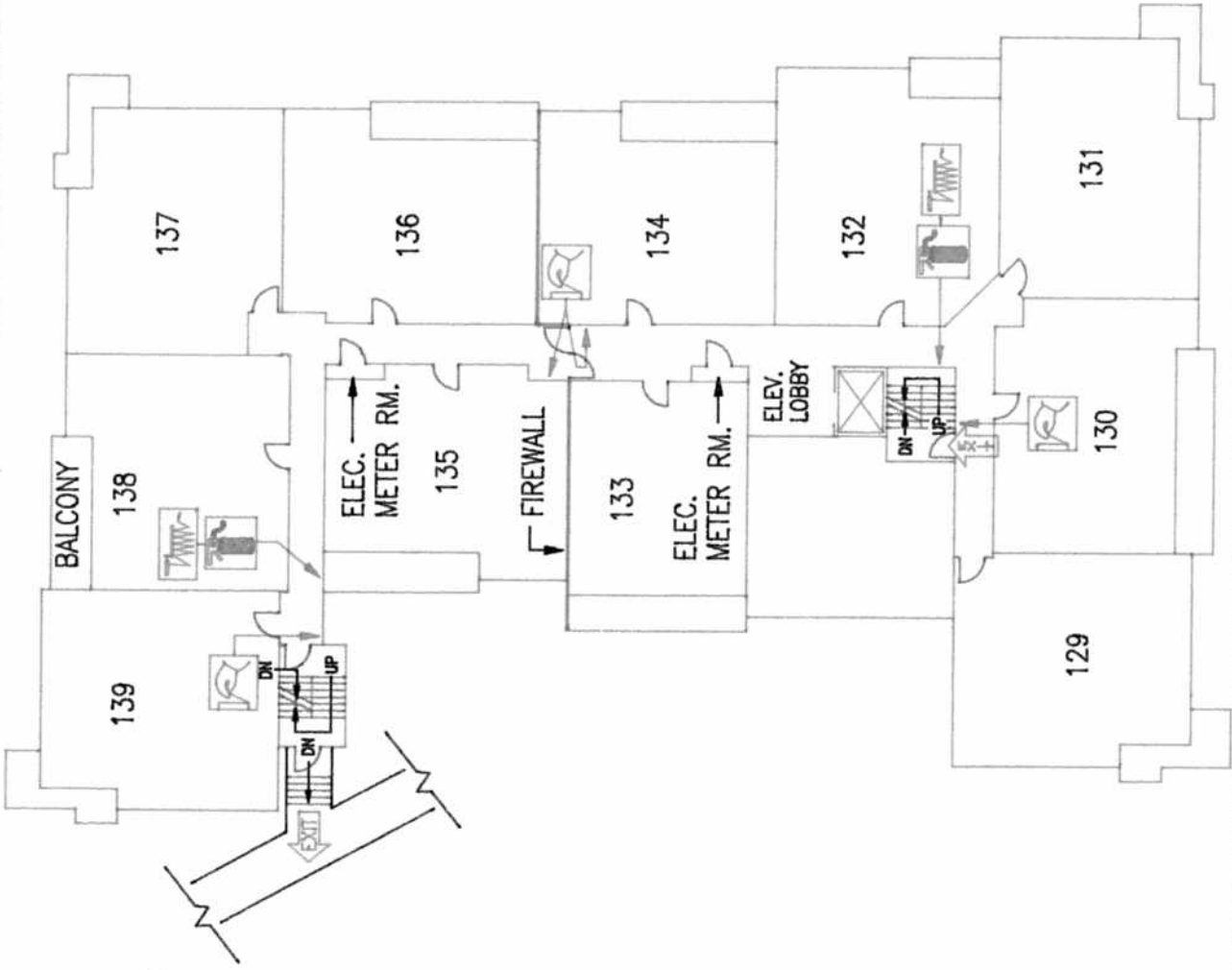


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7651 MINORU BLVD. RICHMOND, B.C. **PARKING LEVEL**

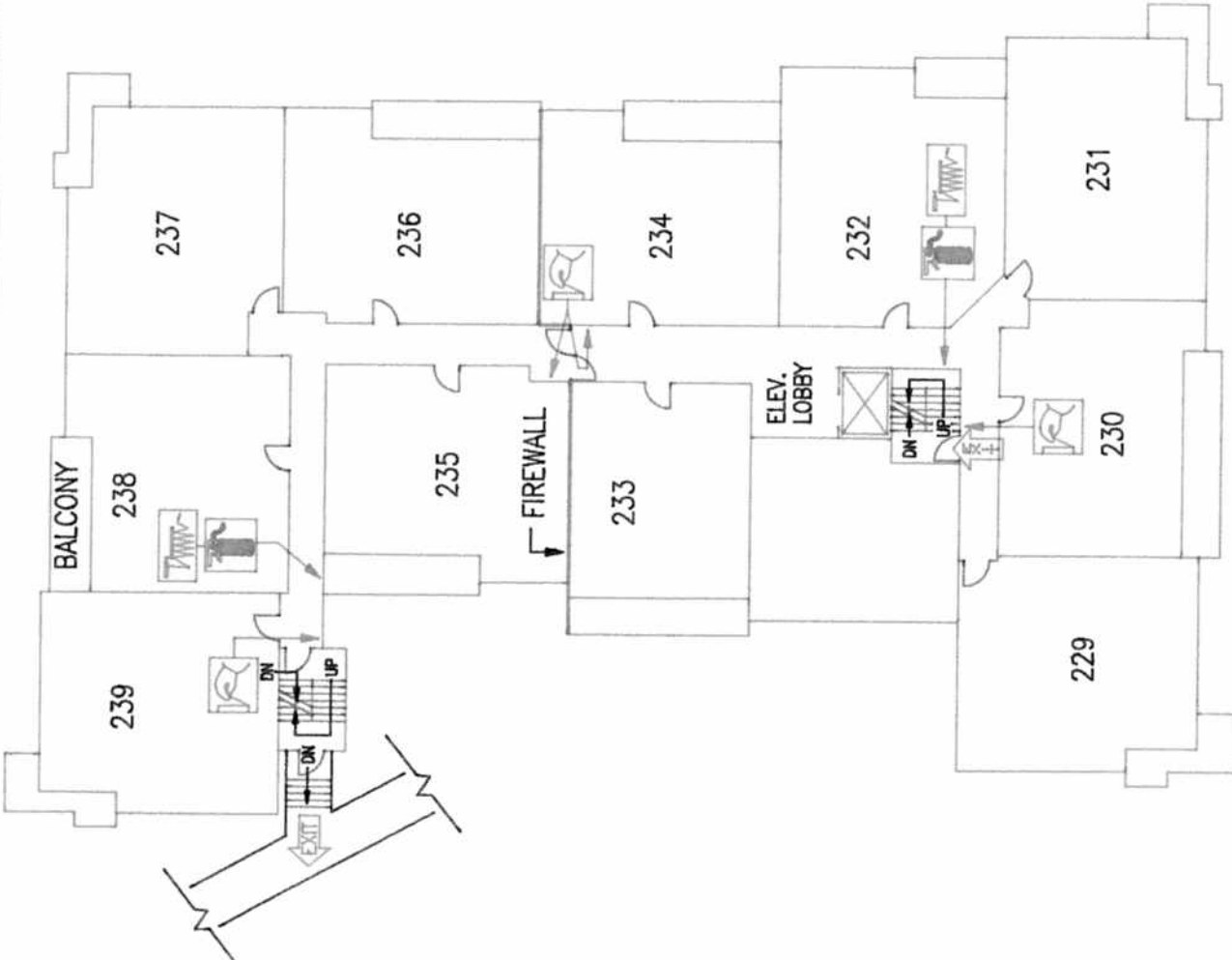
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PLANNERS INC.



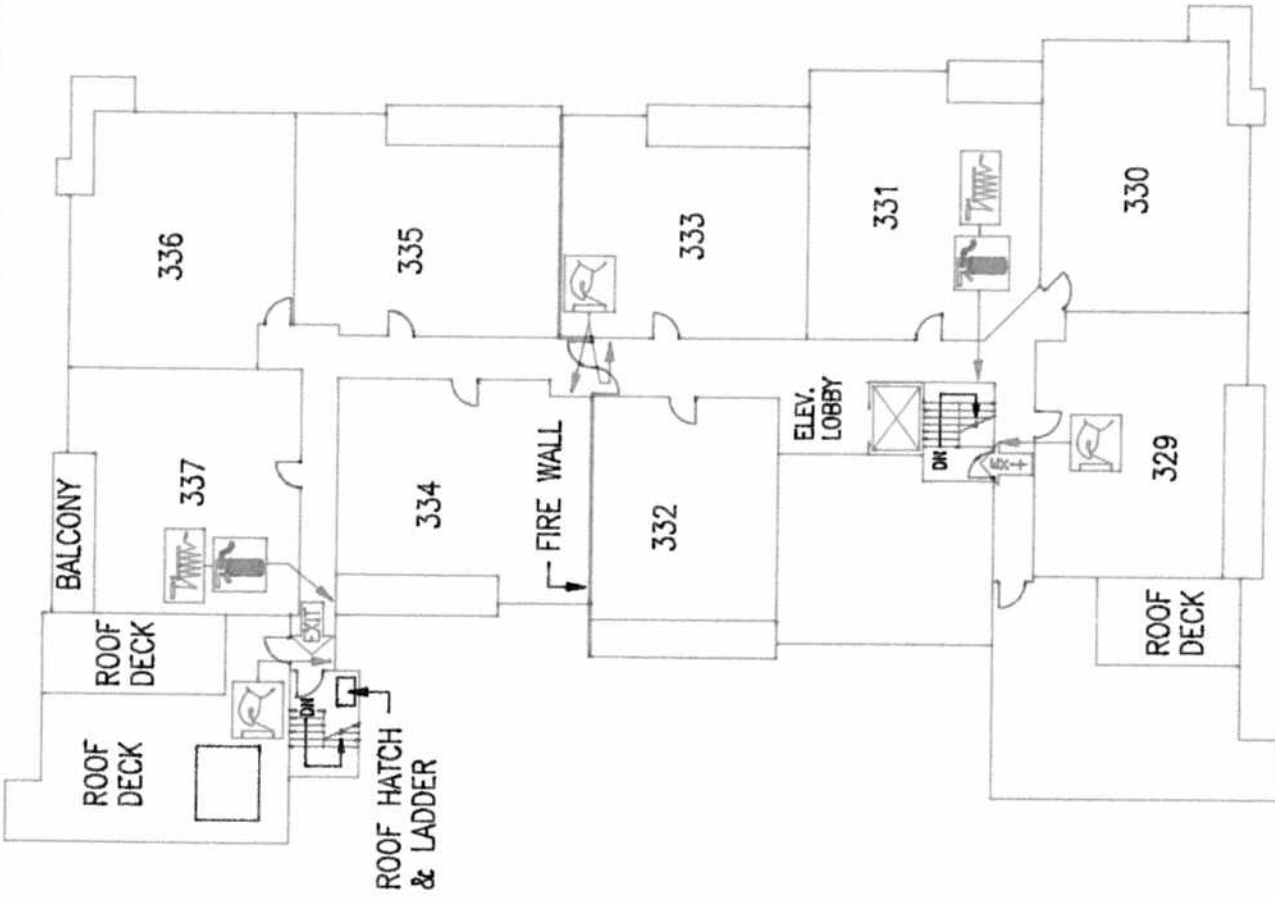
LEGEND

-  PULL STATION
-  FIRE HOSE CABINET
-  FIRE EXTINGUISHER
-  FIRE EXIT



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-  FIRE HOSE CABINET
-  FIRE EXTINGUISHER
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